

AGENT WEEKLY SUCCESS SCHEDULE

"Wake Up, Kick Ass, Repeat!!!"

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
B4 Work Hours	Family Time	Check emails, Handle Personal Affairs	Check emails, Handle Personal Affairs	Check emails, Handle Personal Affairs	Check emails, Handle Personal Affairs	Check emails, Handle Personal Affairs	ENJOY YOUR DAY OFF!	
8:00								
8:30			Make Daily To Do List	Make Daily To Do List	Make Daily To Do List	Make Daily To Do List		Make Daily To Do List
9:00			1st Door 9am!!!	1st Door 9am!!!	1st Door 9am!!!	1st Door 9am!!!		
9:30			Complete 6+ Appointments	Complete 6+ Appts	Complete 6+ Appts	Complete 6+ Appts		CHECK YOUR PENDING
10:00								DOORKNOCKS OR PHONECALLS
10:30								FU WITH CLIENTS
11:00								NATIONAL SALES CALL 1PM - 2PM EST
11:30								ORDER SUPPLIES
12:00								REFILL WORK BAG
12:30								SEND THANK YOU CARDS
1:00		Appointment Booking	Complete 6+ Appts	Complete 6+ Appts	Complete 6+ Appts	Complete 6+ Appts		POST ON SOCIAL MEDIA TO DRUM UP BUSINESS OR RECRUIT
1:30								
2:00								
2:30								
3:00								
3:30								
4:00	Appointment Booking							
4:30		Complete 6+ Appts	Complete 6+ Appts	Complete 6+ Appts	Complete 6+ Appts			
5:00								
5:30								
6:00		Zoom Live Dial Session with Jill 6-8 PM EST	Zoom Telesales Training Session with Michelle 4: 30-7 PM EST					
6:30								
7:00								
7:30								
8:00								
By 9:00 PM		Nightly Check-Out	Nightly Check-Out	Nightly Check-Out	Nightly Check-Out			

ALWAYS follow the 5 Step Lead System: 1) Call no VM 2) Call no VM 3) DK w/Del Notice 4) Call w/VM 5) Send Post Card

* If you don't book enough appointments, do Doorknocks till you see 6 people a day minimum